

HIGHER EDUCATION TRAVEL CONTROL BOARD
October 26, 2016 Meeting Minutes

Board Members

Present:

Paul McCann, Eastern Illinois University
Melinda Gieseke, Governors State University
Bruce Bennett, Illinois Board of Higher Education
Sarah Robinson, Illinois Community College Board
Mary Kentzler, Illinois State University
Deborah Bonnell, Northern Illinois University
Connie Hess, Southern Illinois University
Duane Elmore, University of Illinois
Cheryl Webster, Western Illinois University

Absent:

Marcie Aranda, Chicago State University
Katie Smith, Northeastern Illinois University

Guests Present:

Lyle Montgomery, Chicago State University
Katie Frossard – Fisher, Governors State University
Carla Dietsch, Illinois State University
Rhonda Vail, Western Illinois University
Robert O’Bear, Western Illinois University
Cathy Young, University of Illinois

Proceedings

- Duane Elmore called the meeting to order at 9:34 am.
- Cathy Young conducted roll call. Six members were present for video conference (1-GSU, 2-UIS, 2-UIUC, and 1-WIU). Duane asked for a motion to allow Sarah Robinson, Mary Kentzler and Debbie Bonnell to participate via phone. A motion was made by Paul McCann and seconded by Melinda Gieseke. Motion approved.
- Duane advised an appointment letter was received designating Marcie Aranda as Board member for Chicago State University. Another appointment letter was received designating Sarah Robinson as Board member for Illinois Community College Board.
- Duane recognized guests from Chicago State University, Governors State University, Illinois State University, Western Illinois University and University of Illinois.
- The minutes for the July 27, 2016 meeting were presented. Duane asked if there were any questions on the minutes. Hearing none, Duane requested a motion to accept the minutes as submitted. A motion to approve as submitted was made by Cheryl Webster, seconded by Connie Hess. Motion approved.

1st Quarter Exceptions for FY17

- Chicago State University – 2 exceptions for \$145.00
- Eastern Illinois University – 17 exceptions for \$776.58
- Governors State University – 8 exceptions for \$247.00
- Illinois Board of Higher Education – 6 exceptions for \$518.08
- Illinois Community College Board – No exceptions to report
- Illinois Math and Science Academy – 7 exception for \$74.98
- Illinois Student Assistance Commission – No exceptions to report
- Illinois State University – 50 exceptions for \$3,594.78
- Northeastern Illinois University – 8 exceptions for \$2269.62
- Northern Illinois University – 4 exceptions for \$126.16
- Southern Illinois University Carbondale – 142 exceptions for \$10,369.16
 - **Line #42 in the amount of \$329.00 pulled for follow up**
- Southern Illinois University Edwardsville – 41 exceptions for \$3,606.36
 - **Line #20 in the amount of \$236.00 pulled for follow up**
- Southern Illinois University School of Medicine – 9 exception for \$623.05
 - **Line #6 in the amount of \$89.00 pulled for follow up**
 - **Line #9 in the amount of \$89.00 pulled for follow up**
- State Universities Civil Service System – No exceptions to report
- State Universities Retirement System – 8 exceptions for \$463.87
- University of Illinois at Chicago – 320 exceptions for \$52,659.13
 - **Line #50 in the amount of \$507.00 pulled for follow up**
 - **Line #87 in the amount of \$257.00 pulled for follow up**
 - **Line #147 in the amount of \$397.00 pulled for follow up**
 - **Line #148 in the amount of \$397.00 pulled for follow up**
 - **Line #222 in the amount of \$155.00 pulled for follow up**
 - **Line #290 in the amount of \$257.00 pulled for follow up**
 - **Line #308 in the amount of \$1,290.00 pulled for follow up**
 - **Line #313 in the amount of \$192.00 pulled for follow up**
 - **Line #316 in the amount of \$99.00 pulled for follow up**
- University of Illinois at Springfield – 20 exceptions for \$1,491.46
- University of Illinois at Urbana-Champaign – 1046 exceptions for \$56,003.70
 - **Line #53 in the amount of \$389.00 pulled for follow up**
 - **Line #55 in the amount of \$1,565.00 pulled for follow up**
 - **Line #94 in the amount of \$257.00 pulled for follow up**
 - **Line #536 in the amount of \$319.68 pulled for follow up**
 - **Line #653 in the amount of \$135.00 pulled for follow up**
 - **Line #1031 in the amount of \$585.00 pulled for follow up**
 - **Line #1033 in the amount of \$638.00 pulled for follow up**
 - **Line #1043 in the amount of \$99.00 pulled for follow up**
- University of Illinois – University Administration – 28 exceptions for \$2,286.80
- Western Illinois University – 31 exceptions for \$715.45

Paul McCann requested verification from Illinois Math & Science Academy that the traveler headquarters for lines 3 through 7 be verified as somewhere other than Aurora, IL. Cathy Young

will follow up with IMSA. Duane requested a motion to accept the exception reports as presented, excluding the exceptions pulled for follow up from Illinois Southern Illinois University Carbondale, Southern Illinois University Edwardsville, Southern Illinois University School of Medicine, University of Illinois at Chicago, and University of Illinois at Urbana-Champaign. Motion made by Paul McCann. Bruce Bennett seconded. Motion carried.

Other Business

- Duane advised the next Travel Regulation Council (TRC) meeting will be in late November or early December and he will ask again for some relief on lodging allowances. He is building a case with data for out of state University travel.
 - i. Duane asked the Board members to provide FY16 data on the number of travel events that involved lodging for in-state travel, out of state travel, and international travel.
 - ii. Due to Cathy Young by Friday, November 18, 2016.
 - iii. Mary Kentzler commented that the TRC doesn't want to change the statute because it doesn't affect them. Duane advised he is also working on a separate but related project with procurement.
 - iv. Connie advised she will have difficulty providing data due to lack of systems, staff, etc. Duane asked how Connie's exceptions are tracked. Connie advised a form is completed by the Supervisor of the traveler as exceptions occur.
 - v. Duane asked for best estimates from everyone.
 - vi. Paul commented that lodging rates grow by rate of inflation due to most of the exceptions being just \$10 to \$20 over.
 - vii. Duane advised that he will also address and request an increase to meal per diems, at least for out of state travel.
 - viii. Duane advised that he is working with legislators for some relief in travel to high-volume, high-cost locations for higher education.
- Duane advised there will be an election for HETCB Chair and Vice-Chair at the January Meeting.
- Duane asked Cheryl if she received a request for Ethics Training. Cheryl replied that she has not, she received it late last year and will follow up.
- Duane asked if anyone had any other business to discuss.
- Duane asked Mary Kentzler for parting words. Mary advised that she learned a lot, the Board started asking more questions and exceptions started not getting approved. Duane thanked Mary for her service and assistance to him and the Board, wished her luck and congratulated her on her retirement.

Duane announced the next meeting of the HETCB is scheduled for Wednesday, January 25, 2017 at 9:30 am.

Duane asked for a motion to adjourn the meeting. Motion made by Paul McCann, seconded by Melinda Gieseke. Meeting adjourned at 10:25 a.m.

Submitted by Duane Elmore, Chair